



## Office of the Group 3 Deputy Commander

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MEMORANDUM FOR: Group 3 Unit Commanders  
Group 3 Emergency Services Officer

SUBJECT: ES Specialty, Initial Qualification Approval Policy

1. The following policy is effective immediately.
2. Units and personnel requesting Group 3 approval of initial ES qualifications for members will comply with the following procedure:
  - a. The unit will issue the correct Specialty Qualification Training Record (SQTR) to the member to document the tasks required for completion. SQTRs are available at <https://ntc.cap.af.mil/es/sqtrs/sqtrs.cfm>. The SQTR will be completed and signed, in sequence, by the appropriate approving authority and trainer (SET) using approved CAP training standards and as required by CAPR 60-3.
  - b. The SET will document the completion of each successfully demonstrated task on the member's the written SQTR.
  - c. The member will enter SQTR tasks into MIMS as each one has been completed with a current and qualified SET.
  - d. Units will initiate approval, in MIMS, for the ES Specialty when a copy of the member's fully completed and signed SQTR is in the hands of the unit approver for review.
  - e. The fully completed SQTR will be transmitted to the Group 3 Emergency Services Officer for review prior to Group 3 approval with copies to the group CC, CV and DO. The preferred method of transmittal is a scanned PDF copy via email.
  - f. Once approved by Group 3, the Group ES Officer will temporarily maintain an electronic copy of the SQTR until the request has been approved in MIMS by TN Wing. After Wing approval, it may be deleted or discarded from Group 3 records.
  - g. The completed, original, initial SQTR will be maintained by the member with a copy maintained in the unit ES folder for as long as the member remains qualified in the specialty plus two years.
  - h. The unit ES folder will be available for inspection upon request by the Group CC, CV, IG, DO, DOS and higher command.
  - i. Graduates of the CAP National Emergency Services Academy will supply appropriate, alternate NESA documentation in lieu of SQTRs where applicable.
3. Group 3 Officers will make every effort to expedite the approval process. Approvals, if appropriate, will be granted within seven days of the receipt of the request and supporting documentation. If additional information and/or documentation is needed prior to Group approval, the DOS will make the request, via email, directly to the Unit Commander with copies to the member, the Group CC, CV and DO within seven days of the receipt of the original request. Simple questions for clarification may be made directly to either the requesting member or unit commander by phone or email.

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4. Qualification approval requests pending additional documentation will be held open for thirty days from the request date. If documentation is not received within that time, the request will be rejected and must be resubmitted.
5. Emergency Services qualification records may be inspected, upon request, by the Group 3 CC, IG, CV, DO, DOS or higher command at any time and without cause. Members and/or units who are unable satisfactorily document existing Emergency Services qualifications can expect those qualifications to be immediately suspended or revoked.
6. Notice of disqualification, suspension or revocation of any member's ES qualification will be sent immediately to the member, Group 3 Senior Staff, TN Wing ES Officer and TN Wing Commander by appropriate means.
7. This policy and procedure is being implemented to ensure the reliability and quality of our members' emergency services qualifications. Group 3 will hold itself to the highest possible standard of impeccable trust that our members are trained and qualified to perform their assigned duties.
8. All members are expected to verify the current status of their ES Qualifications in MIMS periodically and before serving in an ES role on exercises or actual missions.
9. Mission Pilot Qualifications are handled separately and are not affected directly by this policy. CAPF 91 is used instead of the SQTR for Mission Pilot. The STAN/EVAL Officer is the final authority for CAP Mission Pilot qualifications. Any policy changes for Mission Pilots, if required, will be addressed by the DOV.
10. This Group 3 Policy is effective until rescinded or superseded.



Roger D Everson, Captain, CAP  
TN Wing, Group 3, CV

CC:    TN WING CC  
      TN WING DOV  
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